



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and
Professional Registration
Division: Professional Registration

Section: Board of Cosmetology and Barber Examiners
Sub-Section:

TITLE: Apprentice Folders

CUTOFF:

DESCRIPTION: Apprentice Folders - Apprentices who have not completed their eighteen
month apprenticeship

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3439

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001

TITLE: Barber Examination Folders - Failed

CUTOFF:

DESCRIPTION: Barber Examination Folders - Failed

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3438

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001

TITLE: Barber Examination Folders - Passed

CUTOFF:

DESCRIPTION: Barber Examination Folders - Passed

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3437

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and
Professional Registration
Division: Professional Registration

Section: Board of Cosmetology and Barber Examiners
Sub-Section:

TITLE: Beauty Operator License File (Cosmetology License)

CUTOFF:

DESCRIPTION: Beauty Operator License File (Cosmetology License)

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3498

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001

TITLE: Beauty Operator Renewal Card File

CUTOFF:

DESCRIPTION: Beauty Operator Renewal Card File. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3492

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001

TITLE: Card File

CUTOFF: WSO

DESCRIPTION: Card File - Barbers holding license within the state

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3441

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and
Professional Registration
Division: Professional Registration

Section: Board of Cosmetology and Barber Examiners
Sub-Section:

TITLE: Closed Shops

CUTOFF:

DESCRIPTION: Closed Shops

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3454

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001

TITLE: Complaints

CUTOFF:

DESCRIPTION: Complaints

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3502

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001

TITLE: Deputy Inspector File

CUTOFF:

DESCRIPTION: Deputy Inspector File - Monthly reports on shops inspected within their area; salary. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3442

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and
Professional Registration
Division: Professional Registration

Section: Board of Cosmetology and Barber Examiners
Sub-Section:

TITLE: Employment Request File

CUTOFF: WSO

DESCRIPTION: Applications for work, where employment is available

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3479

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001

TITLE: Examination Results - Passed

CUTOFF:

DESCRIPTION: Examination Results - Passed

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3499

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001

TITLE: Expense Accounts of Board Members

CUTOFF: WSO

DESCRIPTION: Expense Accounts of Board Members - original in Director's Office

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3450

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and
Professional Registration
Division: Professional Registration

Section: Board of Cosmetology and Barber Examiners
Sub-Section:

TITLE: Individual Hearing Card File

CUTOFF:

DESCRIPTION: Individual Hearing Card File - Listing Complaints and/or violations
resolved

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3452

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001

TITLE: Individual Hearing Folders

CUTOFF:

DESCRIPTION: Individual Hearing Folders - Barbers called before Board on violations
against their shop license

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3440

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001

TITLE: Instructor Card File (reference file)

CUTOFF: WSO

DESCRIPTION: Instructor Card File (reference file)

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3493

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and
Professional Registration
Division: Professional Registration

Section: Board of Cosmetology and Barber Examiners
Sub-Section:

TITLE: Licensed Instructor File

CUTOFF:

DESCRIPTION: Licensed Instructor File

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3496

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001

TITLE: Original License Applications

CUTOFF:

DESCRIPTION: Original License Applications. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3500

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001

TITLE: Payroll Requisitions

CUTOFF: WSO

DESCRIPTION: Payroll Requisitions - original in Director's Office

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3451

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and
Professional Registration
Division: Professional Registration

Section: Board of Cosmetology and Barber Examiners
Sub-Section:

TITLE: Pending Applications (Shop, Operator or Institution applications pending or awaiting license)

CUTOFF: WSO

DESCRIPTION: Pending Applications (Shop, Operator or Institution applications pending or awaiting license)

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3490

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001

TITLE: Purchase Orders

CUTOFF: WSO

DESCRIPTION: Purchase Orders - original in Director's Office

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3497

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001

TITLE: Reciprocity Agreements (Credit exchange between states)

CUTOFF: Term of agreement

DESCRIPTION: Reciprocity Agreements (Credit exchange between states). May be destroyed after conclusion of state audit if completed before end of retention period and after cutoff.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3487

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and
Professional Registration
Division: Professional Registration

Section: Board of Cosmetology and Barber Examiners
Sub-Section:

TITLE: Registration Stubs

CUTOFF:

DESCRIPTION: Registration Stubs - Records checking license receipts. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3443

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001

TITLE: Shop and School Inspector Reports - Sanitation and License

CUTOFF:

DESCRIPTION: Shop and School Inspector Reports - Sanitation and License. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3491

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001

TITLE: Student and Apprentice Exam Failure File

CUTOFF:

DESCRIPTION: Student and Apprentice Exam Failure File

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3495

SERIES STATUS: Approved

APPROVAL DATE: 10/25/2001



Agency Records Disposition Schedule

Department: Department of Insurance, Financial Institutions and
Professional Registration

Section: Board of Cosmetology and Barber Examiners

Division: Professional Registration

Sub-Section:

TITLE: Student Applications, Registration

CUTOFF:

DESCRIPTION: Student Applications, Registration

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3480

SERIES STATUS: Approved

APPROVAL DATE:

10/25/2001

TITLE: Student Enrollment Termination file

CUTOFF:

DESCRIPTION: Student Enrollment Termination file (Individuals who have withdrawn from
school)

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 3494

SERIES STATUS: Approved

APPROVAL DATE:

10/25/2001
